



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHIEF, CHILD AND ADOLESCENT SERVICES

Class No. 004117

■ CLASSIFICATION PURPOSE

To coordinate, supervise, and manage countywide services for children and youth which require interfacing with various Health & Human Services Agency divisions and other agencies such as the Department of Probation, Juvenile Court, and school districts; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Chief, Child and Adolescent Services under general direction is a management class allocated to the Health & Human Services Agency (HHSA), Child and Family Services. Positions in this class are responsible for oversight of child and adolescent mental health services provided over a continuum of care which may include assessments, crisis intervention, outpatient treatment, day treatment, continuing care, residential case management, wrap-around services and inpatient services. Chiefs have responsibility for program oversight of county and contracted programs serving children, youth and families with serious emotional and behavioral disturbances.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Interviews and hires staff.
2. Supervises, trains, and evaluates staff.
3. Facilitates interagency cooperation and integration of County services with those of other agencies.
4. Works collaboratively with schools, private sector providers and consumers to plan and deliver services.
5. Provides technical expertise to HHSA administration on matters related to children and youth.
6. Reviews legislation related to child and adolescent services for effects on mental health system.
7. Assists in planning and designing new programs for children and adolescents.
8. Writes requests for proposals (RFP).
9. Supervises implementation of new programs for children and adolescents.
10. Meets routinely with other child and adolescent components to resolve problems and integrate services.
11. Provides training and technical consultations to other agencies and program managers.
12. Makes presentations on child and adolescent services and issues to community groups.
13. Participates in task forces.
14. Attends meetings in the community and with other professionals to identify needs and assess resources to assure continuity of services.
15. Advises County Mental Health on issues and problems related to child and adolescent services.
16. Recommends new programs or changes in policies and procedures.

17. Monitors contracted programs for children and adolescents.
18. Conducts site visits.
19. Responds to media questions.
20. Prepares budget for assigned programs.
21. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Current mental health theory, practices, and programs related to children and adolescents.
- Program planning, administration, and evaluation of services for children and adolescents.
- Community resources available to children and adolescents.
- Federal, State, and local laws pertaining to delivery of mental health services to children and adolescents.
- Budgetary process and contracting procedures.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Communicate effectively orally and in writing.
- Analyze complex problems, and identify alternatives and logical solutions.
- Conceptualize and integrate mental health services for children and adolescents.
- Provide supervision to staff.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: at least five (5) years of recent experience delivering mental health services which included at least two (2) years in an administrative or management capacity providing child and adolescent services.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copies. Occasional: walking, standing, bending and twisting of neck, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Licensure by the State of California to practice as a Clinical Social Worker; Marriage, Family, Child Counselor; Clinical Psychologist; or Psychiatrist.

All applicants using a LCSW, Clinical Psychologist or Psychiatrist license to qualify for this position are required to have a National Provider Identification Number (NPI) at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 13, 1967
Revised: December 14, 1970
Revised: June 30, 1979
Revised: August 1985
Revised: March 7, 1987
Revised: April 1, 1988
Revised: October 6, 1995
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